

2014 ANNUAL OWNERS CERTIFICATION  
HOME-NSP REPORT INSTRUCTIONS

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#	Report Section & Explanation Description	AOC REPORT QUESTIONS	YES - CHECK THE BOX	NO OR NOT APPLICABLE - DO NOT CHECK THE BOX MUST USE THE EXPLANATIONS PAGE
1	<b>40/50 Rule</b>	The 40/50 rule was followed for this property in 2014? (Not applicable for properties funded after 2008)	If the owner meets all requirements	<b>Must explain on the Explanations page</b> (1) If the rule applies to the property and the rule is not being followed. (2) <b>If the property was funded in 2008 or later, leave this section blank. No Explanation is required.</b>
2	<b>Annual Tenant Certification</b>	The owner received an annual certification from each Low-Income tenant with income and asset documentation to support that certification.	(1) If the income certification was received from each low income household at move-in (2) When required, the recertification of household income was completed for each low-income household (3) If a recertification waiver has been granted, the Recert Waiver income certification form was obtained for each low-income household	<b>Must explain on the Explanations page</b> If an income certification was not received from each low-income household as required by 12/31/14
3	<b>Very Low 50% NAU</b>	When a Very Low (50%) unit in the property became vacant during the year, reasonable attempts were made to rent that unit to tenants having a qualifying income and while the unit was vacant no units of comparable or larger size in the building were rented to tenants not having a qualifying income.	If the owner meets all requirements	<b>Must explain on the Explanations page</b>
4	<b>80% Adjusted Income &amp; NAU</b>	When a tenant's income increased above 80% AMI, the rent was adjusted to the lesser of 30% of the adjusted gross income, or the rent for comparable, unassisted units, or according to the LURA or other restrictive document. The next available unit of comparable or larger size in the property was leased to a High HOME qualifying tenant.	If the owner meets all requirements	<b>Must explain on the Explanations page</b>
5	<b>Rent Restriction</b>	Each Low Income unit in the property was rent restricted according to the Land Use Restriction Agreement (LURA)	If the owner meets all requirements	<b>Must explain on the Explanations page.</b> The gross rent exceeded the limits.
6	<b>Approved Rent</b>	All rents for HOME assisted units were approved by DCA before institution and no rents exceed the maximum allowable amount.	If the owner meets all requirements	<b>Must explain on the Explanations page</b>
7	<b>Non-Optional Fees</b>	There were no non-optional fees charged to tenants in addition to rent (i.e., parking, non-refundable security deposit fees or bond deposit)	No, non-optional fees were not charged.	<b>Must explain on the Explanations page</b> Yes, non-optional Fees were charged.
8	<b>Units &amp; Buildings Suitable for Occupancy (Down)</b>	As of 12/31/2014, each unit and each building in the property was suitable for occupancy, taking into account local health, safety, and building codes and UPCS, and no units are unsuitable for occupancy because of fire, flood, or mold.	(1) If no casualty loss has occurred in 2014 (2) If a casualty loss occurred in 2014, <b>and</b> all unit in all buildings have been repaired as of 12/31/14. <b>Must attach all related documents in the email with the AOC Signature page</b>	<b>Must explain on the Explanations page.</b> (1) If a casualty loss occurred in 2014 and was <b>not</b> reported to DCA (2) If the property was not repaired by 12/31/14
9	<b>Unit Turn or Make Ready (Ready for Occupancy)</b>	All units vacated during the past year were made suitable for occupancy within 30 days of last move out.	All units were made suitable and ready for occupancy (turned) within 30 days of vacancy	<b>Must explain on the Explanations page.</b> If there are units vacant for 30-days or more that are not ready for occupancy as of 12/31/14
10	<b>Violations of health, safety, or building codes</b>	No Violation(s) or Notice(s) of local health, safety or building codes have been issued by the State or local government in 2014.	(1) If any governmental entity other than DCA inspected the property and deficiencies or violations were found, but all were corrected by 12/31/14 (2) If any governmental entity other than DCA inspected the property and there were no deficiencies or violations (3) If no inspections occurred	<b>Must explain on the Explanations page</b> If any governmental entity other than DCA inspected the property and found deficiencies or violations that remain uncorrected 12/31/14. <b>Must attach the report of deficiencies in the email with the AOC Signature page</b>

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11	<b>Lead Based Paint Form</b>	The HUD approved Lead Based Paint form is in use for all units, and maintained in the file, and each unit in the property complies with regulations implementing Title X of the 1992 Housing and Community Development Act (24 CFR Part 35)	If at least one (1) building in the property was constructed before 1978 and the owner meets all requirements	<b>Must explain on the Explanations page</b> (1) If at least one (1) building in the property was constructed before 1978 and the form was not being used as of 12/31/14. (2) <b>If the property was constructed after 1978, leave this section blank. No Explanation is required</b>
12	<b>Lead Based Paint On-Going Compliance</b>	The owner has incorporated on-going lead-based paint maintenance activities into regular building operations, such as annual visual inspections, and at unit turnover; repair of all unstable paint; and repair of encapsulated or enclosed areas that are changed.	If at least one (1) building in the property was constructed before 1978 and the owner meets all requirements	(1) If at least one (1) building in the property was constructed before 1978 and the requirements are not being met as of 12/31/14. (2) <b>If the property was constructed after 1978, leave this section blank. No Explanation is required</b>
13	<b>Mitas</b>	This property is set up in Mitas (state database), and the tenant data is current as of 12/31/2014.	If the owner meets all requirements	<b>Must explain on the Explanations page</b> If the property is not set up in Mitas <b>Attach the Rent Roll with tenant information as of 12/31/14 in the email with the AOC Signature page</b>
14	<b>HOME Lease</b>	The tenant lease for HOME units is not for less than one (1) year, unless by mutual agreement between the tenant and the owner, 24 CFR 92.253(a)	If the owner meets all requirements	<b>Must explain on the Explanations page</b>
15	<b>Prohibited Lease Terms</b>	The tenant lease for HOME units does not contain any of the prohibited lease terms set forth in 24 CFR 92.253(b)	If the owner meets all requirements	<b>Must explain on the Explanations page</b>
16	<b>Lease Termination</b>	When terminating or refusing to renew the tenant lease, the owner has served written notice to the tenant detailing the specific grounds for the lease termination at least 30-days before the termination, 24 CFR 92.253©	If the owner meets all requirements	<b>Must explain on the Explanations page</b>
17	<b>Tenant Selection Criteria</b>	The owner has adopted written tenant selection policies and criteria in accordance with 24 CFR 92.253(d)	If the owner meets all requirements	<b>Must explain on the Explanations page</b>
18	<b>Amenities</b>	All amenities were open and available to the tenants in 2014. Office hours and hours of operation for amenities must be posted.	If the owner meets all requirements	<b>Must explain on the Explanations page</b>
19	<b>Supportive Services</b>	Supportive Services are provided according to the restricted document(s) (LURA/LURC) for the community	If the owner meets all requirements	<b>Must explain on the Explanations page</b> (1) If the owner does not meet the requirements (2) <b>If supportive services are not required, leave this section blank. No Explanation is required</b>
20	<b>GA Housing Search</b>	Since 2007, applicants selected for funding under the Qualified Allocation Plan must list all available affordable Housing Units funded by DCA on the Georgia Housing Search website	If the owner agrees	<b>Must explain on the Explanations page</b> If the owner does not agree
21	<b>Fair Housing Training</b>	All the staff at the property has completed Fair Housing Training in the past 2 years	If the owner meets all requirements	<b>Must explain on the Explanations page</b>
22	<b>Fair Housing Compliance</b>	The owner has and is complying with all federal, state and local laws relating to fair housing and equal opportunity	If the owner meets all requirements	<b>Must explain on the Explanations page</b>
23	<b>Fair Housing Discrimination</b>	There has been NO Finding of discrimination under the Fair Housing Act, 42 U.S.C. 3601-3619 for this property. A finding of discrimination includes an adverse final decision by the Secretary of Housing and Urban property (HUD), 24 CFR 180.680, an adverse final decision by a substantially equivalent state or local fair housing agency, 42 U.S.C. 3616a(a)(1), or an adverse judgment from a federal court.	(1) No Finding (2) If no complaint was filed in 2014 (3) If there is no open or unresolved Fair Housing complaint in 2014	<b>Yes Finding - Must explain on the Explanations page</b> (1) If the property was cited for violating the Fair Housing Act in 2014 (2) If there is an open/unresolved violation as of 12/31/14. (3) If a Fair Housing violation was resolved/corrected in 2014, provide the violation and response in the email with the AOC Signature page (4) If a complaint was filed in 2014, but there was no finding of a violation

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24	<b>Marketing Plan</b>	An updated copy of the Marketing Plan for the property has been submitted to DCA.	If the Marketing Plan has already been submitted to DCA for the property and the form is dated within the last 5 years. List the date of the last update on the report. The Marketing Plan and current supporting advertising and marketing materials must be on file and available to DCA upon request.	<b>Must explain on the Explanations page</b> (1) There is not a current Marketing Plan for the property (2) If the Marketing Plan has not been submitted for your first year community (3) The Marketing Plan was updated in 2014 and you need to provide DCA with a copy <b>If the property is not required to complete a marketing plan, leave this section blank and no Explanation is required. This applies to properties allocated funding prior to 2009.</b>
25	<b>Required Advertising</b>	Advertising of vacant units includes the Equal Housing Opportunity logo, slogan, or both. (e.g., newspapers, brochures, on-site sign, radio, etc.)	If the owner meets all requirements	<b>Must explain on the Explanations page</b>
26	<b>Required Marketing</b>	Applications are solicited from persons in the market who are least likely to apply without the benefit of special outreach efforts.	If the owner meets all requirements	<b>Must explain on the Explanations page</b>
27	<b>Review of the Market</b>	The local housing market has been analyzed (required annually) to identify those persons who are least likely to apply, and specific marketing techniques have been implemented to reach the identified tenant population(s), including partnering with community organizations or utilizing other resources.	If the owner meets all requirements	<b>Must explain on the Explanations page</b>
28	<b>Marketing Documents</b>	A file documenting all marketing efforts is being maintained throughout the affordability period.	If the owner meets all requirements	<b>Must explain on the Explanations page</b>
29	<b>Waitlist</b>	An applicant waitlist is being maintained on-site of all HOME assisted tenants	If the owner meets all requirements	<b>Must explain on the Explanations page</b>